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CIA-RDP78B05708A000100020001-0

FROM: Assist. for Administration

DATE: 2 Sept 64

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*Budget*

1 September 1964

**MEMORANDUM FOR:** Chief, Administrative Staff, O/DNI

**SUBJECT:** Review of NFIC Overtime

**REFERENCE:** Your Memorandum dated 20 August 1964,  
Subject: Overtime

1. In response to your memorandum concerning the effort to reduce overtime in the Agency, we have reviewed the overtime picture in NFIC for Fiscal Year 1963 and Fiscal Year 1964 as related to our anticipated needs for Fiscal Year 1965. During Fiscal Year 1963 approximately 116,000 hours of paid overtime was worked at a cost of \$487,000. There was a five per cent reduction in paid overtime in Fiscal Year 1964 with 110,000 hours worked at a cost of \$471,000. Based on anticipated inputs of photography to the Center during this Fiscal Year we have budgeted \$500,000 for overtime which we feel is still valid at this time.

2. Although the need to strictly limit the use of overtime to only those essential tasks has been most vigorously pushed during the past year, any drastic reductions for its use in NFIC would have to be accomplished by basic changes in current policy pronouncements. Since the primary responsibility of the Center is to produce rapid preliminary analysis of new inputs to the Center, the production effort must be operated on a 24 hour a day cycle in order that the required reports and services may be produced within the shortest time possible. This effort is directly related to the basic mission of the Center and our main effort is directed to fulfilling this primary responsibility to the Intelligence Community.

3. To provide for the stricter administration of overtime and the elimination of all non-essential usage a number of steps have been taken by the management of the Center to provide for economies wherever possible. Included among these are:

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a. Shift operations have been established when sufficient personnel have become available in those elements of the production cycle which lend themselves to this type of operation. Currently the reproduction facility, computer operation, and the photographic laboratory are working two shifts and on occasion the photo interpretation effort has been placed on a shift basis.

b. Staggered work hours have been instituted for those individuals whose jobs most effectively can be performed to meet production schedules at hours other than the regular work hours.

c. The Center's overtime policies and directives have been reviewed and reissued adopting a more stringent policy in the usage of overtime. The former practice whereby GS-11's and above were paid full overtime on work performed on immediate exercises has been rescinded. All persons GS-11 and above who are directed to work overtime must volunteer the first eight hours per week as provided for in HN 20-650-31 dated 18 January 1959. All supervisors, Branch Chiefs and above regardless of grade volunteer all overtime.

d. Continuing efforts are being made with collection agencies to schedule inputs of photography to the Center to preclude the initiation of preliminary readout on weekends, holidays and after hours whenever possible.

e. A continuing review of the use of overtime in the Center is carried out by senior officials to insure that policy directives on overtime usage is strictly adhered to. All Center supervisors are regularly furnished overtime cost figures and the need for cost consciousness has been rigorously pursued.

4. In reviewing the prognosis for Fiscal Year 1965, I see little hope at this time that we can reduce overtime below the anticipated level. The basic cause for its use originate external to the Center and even with our strigent economy measures in effect I see little hope in any drastic

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reduction in overtime as reflected by the scheduled inputs of photography to the Center during the coming year. However, through continued strict monitoring practices we aim to limit the use of overtime whenever possible and will continue to seek economies in operation wherever indicated.

[redacted]  
Assistant for Administration, NPIC

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NPIC/AA [redacted] 1 Sept 64 [redacted]

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